

TULARE COUNTY SUPERIOR COURT



REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES

December 19, 2001

1. PURPOSE

The Tulare County Superior Court (hereinafter referred to as Court) is accepting proposals for janitorial services for each of five court related facilities. Services are to be provided at the courthouses in Visalia, Tulare, Porterville, and Dinuba as well as the Juvenile Justice Facility, also located in Visalia. This RFP seeks to establish one comprehensive contract that will provide janitorial services to all five locations. However, bids for individual locations may be submitted for consideration. Qualified and experienced janitorial providers are encouraged to prepare and submit bids.

2. START-WORK DATE AND CONTRACT PERIOD

The selected vendor will be awarded a contract for approximately a one-year period, with an estimated start-work date of July 1, 2002. All contracts will end no later than June 30, 2003 with an option, by mutual agreement of the Court and the selected vendor, to renew for two additional one year periods. The Court Financial Officer will notify the selected vendor of the actual start date. Any work done by a vendor prior to that notification will not be reimbursed by the Court.

3. CALANDER OF EVENTS

Listed below are specific dates of action related to this RFP. In the event the Court finds it necessary to change any of the specific dates and/or times in the calendar of events listed below, it will do so by issuing a supplement to this RFP.

<u>Date</u>	<u>Event</u>
December 19, 2001	Issue date of the RFP
January 21, 2002 at 9:00am	Bidder's Conference
February 22, 2002 at 2:00pm	Deadline for Proposal Submission
February 22, 2002 at 3:00pm	Public Opening of Proposal Packages
March 15, 2002	Evaluation Completed and Respondents Notified
July 1, 2002	Contract Start Date

4. SCOPE OF WORK and PERFORMANCE SPECIFICATIONS

The Court is seeking janitorial services to be provided at each of the following five locations:

2. Visalia Courthouse – 221 South Mooney Blvd., Visalia, CA 93291
3. Tulare Courthouse – 425 East Kern, Tulare, CA 93274
4. Porterville Courthouse – 87 East Morton, Porterville, CA 93275
5. Dinuba Courthouse – 920 South College, Dinuba, CA 93615
6. Juvenile Justice Facility – 11200 Avenue 368, Visalia, CA 93291

Note: The above facilities are shared facilities and therefore only a portion of each facility is to be included for this proposal. Vendors are required to visit the service locations prior to preparing their bids, in order to become familiar with the work sites and their existing conditions. Tours will be provided prior to the bidders conference on January 21, 2002.

Attachment A provides a minimum frequency schedule of the cleaning tasks required. However, your Proposal may indicate an increase in frequency or a specific cleaning procedure and/or change in cleaning method to ensure a “High Standard of Cleanliness”. If so, please specify in detail and provide a separate cost breakdown. Unless otherwise specified, all work shall be done outside of the Court’s regular working hours. In addition, the Contractor shall notify the Court within 24 hours, upon finding any problem or broken fixture within any of the facilities.

The Court will identify the Contract Manager who will oversee all contract activity and review invoices for payment. **Attachment B** provides the cleaning standards that shall be used on a daily basis, and by the Contract Manager during periodic quality assurance inspections to assess the quality of cleaning performance. The vendor must direct any questions or problems to this Court contact person. Work performed outside the scope of the contract, or in greater quantity/frequency shall not be payable by the Court, unless a specific contract amendment had been requested, processed, and fully approved prior to the performance of any additional work. Contractor shall without exception, be held to the terms of the contract regarding scope of work and compensation.

The Contractor shall perform an on-site inspection of each facility twice per month. An inspection form shall be completed by the Contractor showing the condition of each facility and the results of the custodial services provided. An overall facility rating of satisfactory or unsatisfactory will be provided for each inspection report. The original copy of the report shall be presented to the Court’s designated Contract Manager, one copy to the on-site facility contact person, and the Contractor shall retain one copy. Contractor shall present the inspection reports by the first of the month for inspections performed in the later half of the previous month and by the fifteenth of the month for inspections performed in the first half of the current month. No payment will be made for any facility until the inspection reports have been received. (A sample inspection form will be provided at the bidders conference.)

The Contractor must be available, during the normal operating hours of the Court, for “call-out” service with a response time of 30 minutes or less. In addition, the Contractor must maintain a 24 hour business phone or telephone answering service for the purpose of receiving Court messages in an efficient and timely manner. Contractor shall respond to all messages regarding incomplete or defective work as soon as possible, but not later than 4 hours after receiving Court’s message or 12:00 noon on the same business day, whichever is later. In all instances, remedial work shall be completed no later than the start of the next business day after being notified of incomplete or defective work.

5. EQUIPMENT AND SUPPLIES

Items provided by Contractor

All materials, supplies, products, tools, equipment, and transportation required to carry out the cleaning operations within the scope of this RFP shall be provided by the contractor, and shall meet the standards of the Federal Occupational Safety and Health Act and the State of California safety codes. In addition, the Contractor shall furnish paper towels, toilet tissue, toilet seat covers, liquid hand soap, and can liners.

Items provided by the Court

Replacement of lamps in lighting fixtures, refilling and collection of the Sanitary Napkin Machines, and cleaning diffusers for lighting fixtures shall be performed by the Court. Light, power, hot and cold water, as may be required for Contractor’s cleaning activities, and when possible, space for storage of Contractor’s equipment, cleaning and custodial supplies shall be provided by the Court.

6. QUALIFICATIONS

Vendors must describe in their bids/proposals how they are qualified to conduct the work describe above. Vendors must submit at least two references for work done which is substantially similar to the scope of work described above. Other supporting documents may also be submitted.

6. SUBMISSION OF PROPOSALS

An original and four copies of the proposal must be received by the Court no later than 5:00 P.M. on March 1, 2002. Proposals should be submitted to:

Superior Court of California, County of Tulare
Attention: Denise Williams
County Civic Center, Room 303
Visalia, CA 93291

Late proposals will not be accepted or considered. The Court will not be responsible for proposals delivered to a person or location other than that specified in this RFP. All proposals shall be submitted in a sealed envelope, clearly marked with the title of the proposal and signed by the bidder. No faxes will be accepted.

All responses to this RFP become the property of the Superior Court of California, County of Tulare. The Court will direct that all responses be held confidential from parties other than the Court until the selection of the successful bidder. The Court will not be held accountable if parties other than the Court obtain material from responses, without the written consent of the bidder. After the final award has been made, all proposals shall be made available for public inspection.

7. PROPOSAL REQUIREMENTS

In an effort to ensure the most efficient and economical service, the Court utilizes the Request for Proposal (RFP) process to procure Janitorial Services. This process bases the contract award on the Court's evaluation of work history, technical experience, ability, resources and other pertinent factors of the Proposer in conjunction with the total cost estimate. In order for vendors to be considered, vendor bids/proposals must include each of the following requirements:

2. A cover letter to introduce the bidder and briefly summarize the proposal.
3. A comprehensive table of contents of material included in the proposal. This index must include a clear definition of the material and be identified by sequential page numbers.
4. A detailed description of the bidder including background, experience, size and resources, and a concise statement of the bidder's qualifications for performing the requested services.
5. A proposed schedule for the services and days of service for all requirements listed in the Task Schedules (**Attachment A**) and required by the RFP.
6. A complete cost proposal for each facility previously listed in this RFP including a proposed cost for "call-out services".

Note: The proposal should include a cost proposal for each of the following two scenarios:

Scenario 1: The Contractor will provide the identified services only for the areas solely occupied by the Court.

Scenario 2: The Contractor will provide the identified services for both the space occupied by the Court as well as the public areas (ie lobbies, corridors, etc.).

7. An original signed *W-9 Request for Taxpayer Identification Form*. (Refer to **Attachment C** for a copy of this form.)
8. References: Include a minimum of three (3) clients within the past two years.

Before submitting a proposal, all Contractors shall carefully examine this RFP, visit each facility as listed in the RFP and fully inform themselves as to all existing conditions and limitations. Each Contractor shall include in the Proposal a sum to cover the cost of all items included in this RFP. The Contractor shall not be allowed any extra compensation for any matter or thing which the Contractor might reasonable have been fully informed of prior to submitting a Proposal. Each Contractor shall, by submitting a Proposal, represent that they have read and understand the RFP and have visited each site as listed in the RFP. Tours will be provided prior the Bidders Conference.

8. Acceptance Conditions

By submitting a proposal, the bidder affirms that he/she accepts the following conditions, any of which may be included in the contract to be entered into between the Court and the bidder:

1. The Contractor(s) selected shall be required to comply with all applicable State and Federal laws pertaining to contracts entered into by Government Agencies, including non-discriminatory employment policies.
2. The Contractor(s) selected shall be required to provide proof of compliance with California Labor Code §3700 relating to worker's compensation benefits and policies of insurance. (Refer to **Attachment D.**)
3. The Court may require whatever supporting documentation it deems necessary relative to the bidder's financial ability to complete the contract.
4. The Court reserves the right to ask for any further information from the bidder either in writing or orally.
5. The Court may select a bidder from those submitting proposals. However, the Court reserves the right to reject all proposals.
6. The Court may cancel this project without any cost or obligation at any time up until the award of the contract. In the event agreement cannot be reached with the selected bidder, the Court reserves the right to select an alternative bidder.
7. The Court reserves the right to award a contract to the bidder that presents the proposal, which in the sole judgment of the Court, best accomplishes the desired results. The Court also reserves the right to reject any or all proposals, to waive minor irregularities, or to negotiate minor deviations with the successful bidder.

9. Bidders Conference

A bidders conference will be convened by the Court on January 21, 2002 at 9:00 a.m. at the Porterville Courthouse, 87 East Morton, Porterville (map on last page of document). Vendors are required to visit the service locations prior to preparing their bids, in order to become familiar with the work site and its existing conditions, which will affect the work as required under contract. The agenda will begin with a tour of each facility ending with the Visalia Courthouse. Following the facility tours, approximately 3:00pm, we will have the bidders conference to clarify any questions that bidders may have regarding the RFP. Bidders must furnish their own transportation. Maps to the other facilities will be provided at the Porterville courthouse. Any clarification of RFP requirements resulting from the bidder's conference will be put in writing by the Court. Anyone not attending the bidder's conference is responsible for obtaining the written clarifications from the Court. All bidders are urged to attend the bidder's conference. Staff may not be available to answer questions or provide facility tours after the bidder's conference.

Bids offered will be considered firm; no additional compensation will be permitted for vendors whose insufficient awareness of the work site resulted in inadequate bids. Costs incurred in the preparation of bids/proposals are to be borne by the vendor, and the Court will not contribute in any way to the costs of preparation.

10. ADDITIONAL CONTRACT TERMS AND CONDITIONS

Payment Requirements

Contractor shall invoice the Court monthly for services rendered under the provisions of this RFP. Invoicing after each month's service shall be no later than the 10th of the month following the work period. Extra work or additional project cleaning shall be itemized on the invoice, including copies of the time sheets of the people who performed the work. Invoices shall be sent directly to the Contract Manager for positive approval of service. Work not completed in accordance with the requirements of the awarded contract, shall be considered unsatisfactory and may be subject to a deduction.

Security

Contractor shall have all employees working in the Court facilities fingerprinted by the Tulare County Sheriff's Department within 10 days from the start of the contract. Each employee will also have a background check by the Court. All employees shall be identified while on the premises by picture identification card furnished at vendor expense, indicating their name or number, and by shirt, blouse or smock indicating the company name or logo in print large enough to be easily read. Contractor shall be responsible for all costs of fingerprinting, identification badges, background checks, and uniforms until the end of the contract.

Contractor shall be responsible for use of all keys and/or security cards issued to him/her. Under no circumstances shall Contractor's employees admit anyone to areas controlled by a key in their possession. All doors and windows shall be closed and locked upon completion of cleaning operations in the area. All areas shall be double-checked at end of shift to verify the areas are secured. On occasion, certain areas, which are normally open for cleaning, may be secured. Any lost keys or need for additional keys shall be promptly

reported to or requested of the Contract Manager. To avoid the possibility of tracing lost keys to the premises, the contractor shall not put identification on any keys.

Employees of Contractor shall not disturb papers or personnel effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or Court property. Contractor shall not duplicate any keys for premises under any circumstances.

Termination of Contract

The Court or the Contractor may terminate without cause the contract at any time at its sole discretion by delivering a ninety (90) day written notice. Upon termination, the Court's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Court.

Safety and Product Control

Prior to beginning work under this Agreement, the Contractor shall provide the Court's designated Contract Manager with a current Material Safety Data Sheet (MSDS) binder on all products used by the Contractor in the provision of the services required by this Agreement. In addition, the Contractor shall provide all required MSDS information in a binder at each closet in which such products are kept and are to be used during the course of performing work. Any and all fees which may be required by the Tulare County Environmental Health Department relating to the storage of hazardous materials on-site shall be paid by the Contractor. Such costs shall be incorporated into the monthly costs at each facility, and no additional compensation shall be allowed for such fees. The Contractor shall handle chemicals provided at each site so as to minimize the possibility of exposure of facility occupants to acid based or caustic based materials. Whenever possible, the Contractor shall provide chemicals which are in the neutral range of the Ph scale. All chemicals used shall be pre-approved by Court's designated representative. All materials which are stored in the liquid state shall be stored on shelves not higher than three (3) feet above the floor. All products stored in secondary containers shall be properly labeled as to the contents. All unused products and empty containers shall be disposed of by the Contractor as required by federal, state and local laws and regulations. The Contractor shall provide Court with documentation of proper disposal of all products and containers used in the performance of services under this agreement.

Independent Contractor Status

This Agreement is entered into by both parties with the express understanding that the Contractor will perform all services required under this Agreement as an independent contractor. Nothing in this Agreement shall be construed to constitute the Contractor or any of its agents, employees or officers as an agent, employee or officer of Court. The Contractor agrees to advise everyone it assigns or hires to perform any duty under this agreement that they are not employees, agents or officers of Court. The Contractor shall be solely responsible for determining the means and methods of performing the required services, and Court shall have no right to control or exercise any supervision over the Contractor as to how the services will be performed. Notwithstanding this independent contractor relationship, the Court shall have the right to monitor and evaluate the performance of Contractor to assure compliance with the requirements of this Agreement.

Indemnification

The Contractor shall hold harmless, defend and indemnify the Court, its agents, officers and employees from and against any liability, claims, actions, costs damages or losses of any kind, including death or injury to any person and/or damage to property, including Court property, arising from or in connection with, the performance by the Contractor or its agents, officers and employees under this Agreement. This indemnification specifically includes any claims that may be made against the Court by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, any claims made against the Court alleging civil rights violations by the Contractor under Government Code section 12920 et seq. (California Fair Employment and Housing Act), and any fines or penalties imposed on the Court for the Contractor's failure to provide form DE-542, when applicable. This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement

10. LIST OF ATTACHMENTS

Attachment A - Schedule of Cleaning Tasks

Attachment B - Cleaning Standards

Attachment C - W-9 Request for Taxpayer Identification Form

Attachment D - Labor Code Section 3700

THANK YOU FOR YOUR INTEREST IN THIS PROJECT.

SCHEDULE OF CLEANING TASKS

This schedule provides a minimum frequency of cleaning tasks required and applies to all areas (lobbies, corridors, elevators, restrooms, offices, etc.) as applicable. However, your Proposal may indicate an increase in frequency of a specific cleaning procedure and/or change in cleaning method to ensure a “High Standard of Cleanliness”.

DAILY

OCCUPIED AREAS (Offices, Conference Rooms, Court Rooms, etc.)

Empty waste containers and damp wipe/wash as needed.
 Replace Can Liners.
 Dust and damp wipe desks (cleared surfaces only).
 Spot clean doors and walls.
 Dust mop resilient/hard floors.
 Remove “water soluble” spots from carpet and furniture.

PUBLIC AREAS (Lobbies, Corridors, Elevators, Stairways, etc.)

Empty and damp wipe smoking urns/waste containers.
 Replace can liners.
 Dust mop all resilient/hard floors.
 Remove “water soluble” spots from carpet and furniture.
 Sanitize and polish drinking fountains.

RESTROOMS

Empty waste containers.
 Damp wipe/disinfect waste containers.
 Replace can liners.
 Refill dispensers.
 Damp wipe/disinfect dispensers.
 Damp wipe/disinfect sinks.
 Clean/disinfect urinals.
 Clean/disinfect toilets and seats.
 Damp clean mirrors, fixtures and furnishings.
 Spot clean walls and remove graffiti.
 Spot clean metal partitions.
 Sweep floor.
 Wet mop/disinfect floor

TWICE WEEKLY

OCCUPIED AREAS (Offices, Conference Rooms, Court Rooms, etc.)

Dust all furniture (cleared surfaces only).
 Dust accessible windowsills.
 Vacuum Carpet

PUBLIC AREAS (Lobbies, Corridors, Elevators, Stairways, etc.)

Clean glass doors and all glass surfaces to 7' height.
 Damp wipe flat and metal surfaces.
 Dust all furniture and fixtures (cleared surfaces only).
 Dust baseboards and flat surfaces.
 Dust all wall fixtures, pictures and furniture.
 Clean directories and information window boxes.
 Spot clean all walls and doors.
 Pick-up walk-off mats, clean floor, replace, vacuum walk-off mats.

WEEKLY

GENERAL AREAS (Offices, Conference Rooms, Court Rooms, etc.)

Damp wipe furniture and metal & vinyl surfaces on fabric partitions.

Damp wipe interior doors.

Vacuum upholstered furniture.

Damp wipe accessible windowsills (cleared surfaces only).

Damp wipe metal & vinyl surfaces on partitions.

PUBLIC AREAS (Lobbies, Corridors, Elevators, Stairways, etc.)

Clean high glass above 7 feet.

Remove cobwebs.

Wash metal framework of doors and windows.

Vacuum upholstered furniture.

Dust baseboards.

Dust wall fixtures.

Damp wipe door grilles.

Damp mop all resilient/hard floors.

RESTROOMS

Acid clean insides of urinals and toilet bowls.

Wash and disinfect waste containers.

Damp wipe metal partitions.

Damp wipe ceramic tile walls.

Damp wipe entry/exit doors and louvers.

Damp wipe handles, push & kick plates and polish dry.

MONTHLY

OCCUPIED AREAS (Offices, Conference Rooms, Court Rooms, etc.)

Spot clean walls, extensively.

Damp wipe all doorframes, louvers and ceiling vents.

PUBLIC AREAS (Lobbies, Corridors, Elevators, Stairways, etc.)

Buff and wax resilient/hard floors

RESTROOMS

Wash all walls and metal partitions.

Wash entry/exit doors and louvers.

QUARTERLY

OCCUPIED AREAS (Offices, Conference Rooms, Court Rooms, etc.)

Vacuum fabric partitions.

Dust or vacuum interior office mini-blinds (horizontal and vertical).

Interior Windows.

SEMI-ANNUALLY

OCCUPIED AREAS (Offices, Conference Rooms, Court Rooms, etc.)

Clean/Shampoo carpets.

Vacuum fabric partitions.

Dust or vacuum interior office mini-blinds (horizontal and vertical).

ANNUALLY

PUBLIC AREAS (Lobbies, Corridors, Elevators, Stairways, etc.)

Exterior Windows.

ATTACHMENT B

CLEANING STANDARDS

The following cleaning standards that shall be used on a daily basis, and by the Contract Manager during periodic quality assurance inspections, to assess the quality of cleaning performance.

1. ENTRANCES

Mats and Carpet - Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.

Glass and Metal Surfaces - Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.

Corners/Thresholds - Shall be free of dust, dried-soil, crud, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue and dried-slurry.

Floors - Shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that results in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

Walls and Fixtures - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

2. ELEVATORS

Tracks - Shall be free of dirt and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures.

Lights - Shall be free of dust and soil and stains without causing damage. Diffusers shall remain in proper position, they shall appear streak-free, film free and uniformly clean.

Walls and Doors - Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. Bright metal surfaces shall be polished to a high shine. This shall include the elimination of polish residue and/or film.

Floors and Carpet - Shall be free of dust, dried soil, soil, gum, spots, stains and other debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

3. CORRIDORS

Floors - Shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that results in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

Walls and Fixtures - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

Water Fountains - Shall be free of dust, soil, scale and water spots without causing damage. Brightwork shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This shall include the elimination of film and cleaner residue.

4. STAIRWELLS

Rails and Walls - Shall be free of dust and dried-soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.

Steps and Landings - Shall be free of dust, dried soil, gum, stains and debris. This shall include risers and covebases. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

5. RESTROOMS

Dispensers - Shall be free of dust, dried-soil and mold without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.

Hardware - Shall be free of dust, soil, mold and scale without causing damage. Brightwork shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue.

Sinks - Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots.

Mirrors - Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

Toilets and Urinals - Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.

Partitions - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.

Waste Containers - Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of an offensive odor emitting from the container.

Walls and Doors - Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean/disinfected. This shall include the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots; and metal kick plates, handles and push plates on doors shall also be polished-dry.

Floors and Baseboards - Shall be free of dust, soil, gum, stains and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent shine. Floors and covebases shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

Air Vents - Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

Light Fixtures - Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

6. OFFICES

Furniture and Equipment - Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.

Telephones - shall be free of dust and soil. They shall appear visibly and uniformly clean, and polished-dry.

Lamps - Shall be free of dust, dried-soil and soil without causing damage. Lamps shall appear visibly and uniformly clean. This shall include the elimination of streaks, cleaner residue and film.

Walls and Doors - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

Waste Containers - Contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of a offensive odor emitting from the container.

Partitions - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

Floors, Carpet and Baseboards - Shall be free of dust, dried-soil, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that results in a consistent high-shine. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust,

streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

7. WINDOWS

Glass - Shall be free of dust and soil without causing damage. This also applies to adjoining sills, blinds and framework. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

8. JANITOR CLOSETS AND STOREROOM

Shelves - Shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked/organized, neatly on shelves.

Janitor Carts - Shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil, and organized, neatly.

Walls - Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

Utility Sinks - Shall be free of dust, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded soil, film and water spots. Brightwork shall be cleaned, de-scaled and polished.

Floors - Shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that results in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

9. GRAFFITI

All facilities shall be graffiti free. Any graffiti that cannot be removed during the normal cleaning processes, as outlined in this proposal, shall be reported to the Contract Manager within 24 hours.

W-9 Request for Taxpayer Identification Form



W-9.pdf



To view/print the above form:

1. Double-click the PDF icon above. Acrobat Reader will launch and display the *W-9 Request for Taxpayer Identification Form*.

Note: Documents provided in PDF (Portable Document Format) require the free Adobe Acrobat Reader software. Click the *Get Acrobat Reader* button to download and install the Reader to integrate with your web browser.

2. Click the Print button.

Prior to approval of this Agreement by COURT, CONTRACTOR shall file with the Court Executive Officer, evidence of its compliance with the requirements of Labor Code Section 3700 relating to worker's compensation benefits and policies of insurance, or certificates thereof, issued by companies licensed to transact business in the State of California providing comprehensive liability insurance with combined single limit of liability coverage of at least ONE MILLION DOLLARS (\$1,000,000.00) per single occurrence, comprehensive automobile liability insurance coverage with combined single limit of not less than ONE MILLION DOLLARS (\$1,000,000.00), and a policy of professional liability insurance, or certificates, with primary and/or excess limits of at least ONE MILLION DOLLARS (\$1,000,000.00) per occurrence. The insurance coverage shall insure against errors and omissions of the CONTRACTOR covering all of its activities under this Agreement and any extension thereof. Such policies shall name the Superior Court of California, County of Tulare, its judicial officers, officers, agents, and employees as additional insured. The insurance coverage shall be issued at the expense of and maintained by the CONTRACTOR during the entire term of this Agreement and any extension thereof. Said policy shall provide that insurance carrier notify COURT of any cancellation or material change in coverage within ten (10) days prior to effective date.

If, by mutual agreement between the COURT and the CONTRACTOR, one or more of the above types of insurance is not necessary, than CONTRACTOR will not be required to furnish such coverage.

Map, showing location of Porterville courthouse.

